



# CAIT

Center for Advanced Infrastructure & Transportation  
Rutgers, The State University of New Jersey

NJDOT Bureau of Research  
QUARTERLY PROGRESS REPORT

Project Title:	New Jersey State LTAP Technology Transfer Center		
RFP NUMBER: 2005-	NJDOT RESEARCH PROJECT MANAGER: W. Lad Szalaj		
TASK ORDER NUMBER:	PRINCIPAL INVESTIGATOR: Dr. Ali Maher		
Project Starting Date: 01/01/2005 <b>Original</b> Project Ending Date: 12/31/2005 <b>Modified Completion Date:</b>	Period Covered: 2nd Quarter 2005		

Task	% of Total	% of Task this quarter	% of Task to date	% of Total Complete
Activity				
1. Compile and Maintain Mail List	1.88	25%	50%	.94
2. Publish Monthly Newsletter	10.30	25%	50%	5.15
3. Distribute Technology Transfer Materials	15.45	20%	45%	6.95
4. Provide Technical Assistance	34.25	30%	50%	17.12
5. Provide Training	33.31	23%	53%	17.65
6. Evaluate Effectiveness of Program	4.81	25%	50%	2.4
Final Report				
<b>TOTAL</b>	<b>100</b>			<b>50.21</b>

Project Objectives:

The Local Technical Assistance Program (LTAP) seeks to conduct several tasks that will promote best practices and implement state-of-the-art technologies to county and municipal transportation agencies. These activities include training, materials distribution, newsletter publication, technical assistance, and program evaluation. The objectives of this project are to continue to diversify and expand the customer base, deliver quality customer service, communicate the program values to partners and clients, and enhance the technology transfer network, through the activities of the Local Technical Assistance Program (LTAP).

Project Abstract:

The Local Technical Assistance Program (LTAP) will maintain mailing lists, publish a monthly newsletter, provide technical assistance, provide training, and evaluate the effectiveness of the program on an ongoing basis throughout the project.

The anticipated results are the creation of a library special collection made available on the LTAP website, monthly newsletter publication, an updated fax/e-mail directory for the transportation field, expanded training programs and additional conferences, and increased involvement with pertinent professional organizations.



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## 1. Progress this quarter by task:

### A. Compile and Maintain Mail List

The mail list database was updated to include 225 new contacts that were obtained at the 2004 League of Municipalities Conference. These contacts include municipal engineers, public works professionals, and other transportation professionals. Contacts are comprised of mailing addresses, phone numbers, and email addresses.

### B. Publish Monthly Newsletter

The newsletter underwent a format change during this quarter. The modified appearance of the electronic, web based and PDF version of the newsletter began with the May 2005 issue.

Approximately 3,800 individuals received each issue of the newsletter. Three issues of the newsletter were produced during this quarter. Electronic distribution of the newsletter occurred via e-mail. The newsletter is also available on the LTAP webpage: [www.ltap.rutgers.edu](http://www.ltap.rutgers.edu) and previous issues are archived in the "newsletter" section of the webpage: <http://www.ltap.rutgers.edu/newsletter/>.

Volume 7, Number 4 was published in April 2005. The first edition of the quarter included articles on the older age driver, safety for pedestrians, emergency relief for transportation infrastructure stricken by natural disasters, a recap of the Annual Work Zone Safety Conference and an updated events calendar. This month's *Free for the Asking* offering was *Research for Customer-Driven Benchmarking of Maintenance Activities*, published by the National Cooperative Highway Research Program.

Volume 7, Number 5 was published in May 2005. This issue featured articles on safe driving tips for navigating work zones, pedestrian and bicycle safety among Hispanic populations, National Public Works Week, Click It or Ticket campaign activities, a Garret Morgan Transportation High School update, and National Smart Growth Achievement Awards. This month's *Free for the Asking* offering was the *Safety Belt Fact Sheet* published by the National Highway Traffic Safety Association.

Volume 7, Number 6 was published in June 2005. The third issue of the quarter contained articles about the National Traffic Signal Report Card, child safety seats, the Professional Development Corner, and the 2005 National Top 10 Public Works Leaders of the Year (APWA). This month's *Free for the Asking* was the *Executive Summary of the National Traffic Signal Report Card*, published by the National Transportation Operations Coalition.

### C. Distribute Technology Transfer Materials

1,185 technical publications were distributed during this quarter. Technology transfer materials were distributed during training seminars, workshops, and *Free for the Asking* requests via the newsletter. In addition, specific requests made by customers included training videos and technical publications, which were duplicated and distributed.

### D. Provide Technical Assistance

There were 194 instances of technical assistance provided by the LTAP staff. Requests were received via telephone, e-mail, mail, and fax.



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## E. Provide Training

Training has occurred this quarter in the following program areas: Road Scholar One, Road Scholar Two, Traffic Control Coordinator, two design workshops, three continuing education seminars, and two transportation seminars. During this quarter, 705 individuals were trained via 31 programs.

## F. Evaluate Effectiveness of Program

Program effectiveness was measured by use of course evaluations completed by participants at the end of each training program. Participants were asked to rate the overall quality of the course content, instructor, and presentation of the materials. Participants consistently rated the programs as having met or exceeded their expectations.

## 2. Proposed activities for next quarter by task:

### A. Compile and Maintain Mail List

The mail list will be updated on an as needed basis.

### B. Publish Monthly Newsletter

The newsletter will remain on a monthly publishing schedule.

### C. Distribute Technology Transfer Materials

Technology transfer materials will be distributed during training programs, and by request. The lending library is always available.

### D. Provide Technical Assistance

Technical assistance will be provided in response to any inquiries made via telephone, fax, or e-mail.

### E. Provide Training

Training programs are scheduled for the next quarter as follows:

Road Scholar One Program

Road Scholar Two Program

Transportation Seminars



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## F. Evaluate Effectiveness of Program

Evaluations will continue to be distributed at each program. An Advisory Committee meeting will be held to review the project activities and progress.

### 3. List of deliverables provided in this quarter by task:

(product date):

#### A. Compile and Maintain Mail List

League of Municipalities New Contacts List

May 2005

#### B. Publish Monthly Newsletter

Volume 7, Number 4

April 2005

Volume 7, Number 5

May 2005

Volume 7, Number 6

June 2005

#### C. Distribute Technology Transfer Materials

Ongoing

#### D. Provide Technical Assistance

Ongoing

#### E. Provide Training

Highway Geometric Design: Session 7

April 11, 2005

Highway Geometric Design: Session 8

April 11, 2005

Hazards Associated with Fertilizers, Herbicides, and Pesticides

April 13, 2005

Grounds Maintenance Safety

April 13, 2005

Traffic Control Coordinator Refresher Training

April 15, 2005

Keeping New Jersey Moving: An Overview of the NJDOT's

April 21, 2005

Maintenance and Operations Functions

DARPA Challenge II

April 21, 2005

Professional Traffic Operations Engineer Refresher

April 22, 2005

Phase II Stormwater Compliance

April 27, 2005

Winter Maintenance

April 27, 2005

Preventive Maintenance

April 27, 2005

Effective Incident Documentation

May 4, 2005

Hazard Communication and Awareness

May 4, 2005

Grant Writing for Municipal Governments

May 11, 2005

Shared Services and Privatization

May 11, 2005

Protecting Your Interests Underground

May 12, 2005

Flagging Train the Trainer

May 12 & 13, 2005

Successful Budgeting for Public Works

May 18, 2005

Managing Public Equipment

May 18, 2005

Hot Mix Asphalt Resurfacing

May 25, 2005

Low Cost Surface Rehabilitation

May 25, 2005

Personal Injury Prevention Techniques

June 1, 2005

Worker and Equipment Safety

June 1, 2005

Confined Space and Excavation Rescue

June 8, 2005



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Excavation and Trenching Safety	June 8, 2005
Traffic Control Coordinator	June 14-17, 2005
Drainage Maintenance: The Key to Roads that Last	June 15, 2005
Asphalt Roads: Common Maintenance Problems	June 15, 2005
Superior Performing Asphalt Pavements	June 22, 2005
Optimization of Work Zone Length for 2 Lane Highways	June 23, 2005
NJ Transit and NYCT Capital Programming	June 23, 2005

F. Evaluate Effectiveness of Program

Ongoing

#### 4. Progress on Implementation and Training Activities:

All of the activities of this technology transfer project, and their implementation dates are included above.

#### 5. Problems/Proposed Solutions:

N/A.

Total Project Budget	\$330,000
<b>Modified Contract Amount:</b>	\$330,000
Total Project Expenditure to date	<b>\$82,500</b>
% of Total Project Budget Expended	<b>25%</b>

\* These are approximate expended amounts for the project; these estimates are for reference only and should not be used for official accounting purposes. For a more accurate project accounting please review the quarterly invoice for this project.